

Spring Valley Elementary School Drop-off/Pick-up Protocols

GENERAL GUIDELINES

In order to keep children safe and keep drop-off/pick-up as efficient as possible, Springs Valley Elementary School has adopted new protocols. We ask that all caregivers review and follow the protocols in order to contribute to our safe school environment and demonstrate consideration and respect for all. We ask for your patience and cooperation as we all adjust to these new procedures. Expect the process to take a little longer as everyone adjusts to the new protocols. We anticipate more vehicle riders this year than in the past and your support is greatly appreciated. Our children are watching, so please remember you are modeling for them the necessity of following school rules and showing respect for all.

- Drop off in the morning should occur only in the valet line along the kindergarten WHITE curb. Dropping off and picking up in the staff parking lot is strictly prohibited as it is a major safety concern.
- Drivers must remain in their vehicles while parked in the valet line during prime pick-up and drop-off times. The valet line (WHITE curb) is to be used for drop-off and pick-up from:
 - 7:30-8:05 AM
 - 2:40-3:00 PM (M, T, TR & F), 2:35 PM (W)
- While in the valet line, for both drop-off and pick-up, please pull all the way to the front until traffic is stopped. A staff member will escort your child to/from your vehicle.
- Park next to the white curb and come to a complete stop, BUT DO NOT LEAVE YOUR VEHICLE.
- Students should exit and enter on the driver side of the vehicle only (WHITE curbside).
- Be courteous to other drivers and try to leave room for easy maneuvering at the curb.
- Do not use cellphones or text while dropping off or picking up children.
- Enter the drive through at the High School entrance (SV Community School), turn right at the stop sign and proceed to the elementary building drop-off/pick-up area.
- The drive through (both pick-up and drop-off) will exit on College Street.

- Please refrain from using the Larry Bird Blvd exit. This exit is designated for our high school students/parents only and will help eliminate cross-traffic. This will be an exit only lane during pick-up and drop-off periods. Your cooperation is appreciated as we maintain a safe exit route for everyone.

Thank you for helping to keep all our children safe and to alleviate traffic as much as possible.

DROP-OFF ZONE (WHITE Curb/Kindergarten Curb)

- This is a drop-off zone ONLY. Students should be COMPLETELY ready to exit the vehicle before entering the drop zone.
- Students should remain inside the vehicle until it is parked along the WHITE curb. No early exits will be permitted to ensure that every child is dropped off inside the designated safe and supervised area.
- Students should exit vehicles IMMEDIATELY, once vehicles come to a complete stop anywhere along the WHITE curb/kindergarten curb. Students MAY NOT remain in vehicles looking for a preferred spot.
- The drop-off route is noted in blue on the attached map. This is a one-way route as noted by the arrows on the map.

UNLOADING PROTOCOLS

- Once a vehicle is stopped anywhere along the WHITE curb, and can not move forward due to traffic, students MUST exit their vehicles.
- Students MAY NOT wait in cars seeking a more convenient spot.
- Students should remain inside the vehicle until it is parked along the WHITE curb. No early exits will be permitted to ensure that every child is dropped off inside the designated safe and supervised area.

PICK-UP ZONE (WHITE Curb/Jr. High Gymnasium)

LOADING PROTOCOLS

- Drivers MUST remain in vehicles at all times.
- Ensure your child specific pick-up card is prominently displayed. Two cards will be issued per child. Example of card:



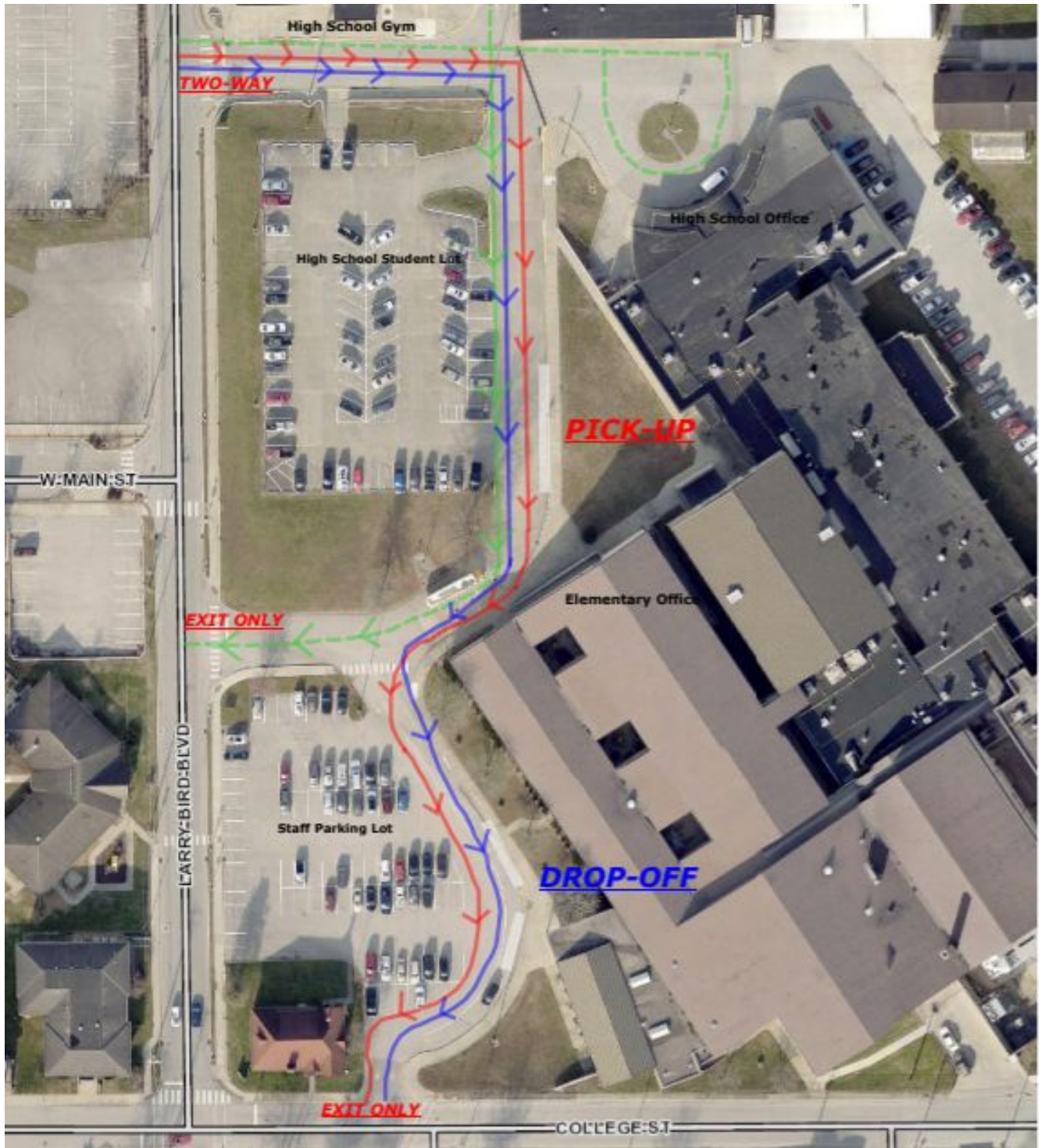
- In the case someone picking up a student ***does not*** have a pick-up card prominently displayed they may be asked to pull to the staff lot and wait for confirmation they are allowed to pick up the student.
- Staff will escort children to stopped vehicles parked along the WHITE curb.
- Use the pick-up area in front of the school correctly. Do not park in this area. **DO NOT LEAVE YOUR VEHICLE.**
- Students will dismiss to the Jr. High Gymnasium. This is different than in the past. Staff will supervise students until their adult arrives for pick-up.
- Students will be released by their teacher to their adult when their vehicle is pulled up to the designated WHITE curb.
- Students will remain with an adult staff member on the sidewalk until the vehicle is parked along the WHITE curb. Staff members will not escort students to their vehicles until the vehicle comes to a stop along the designated WHITE curb.
- The pick-up route is noted in red on the attached map. This is a one-way route as noted by the arrows on the map. The dashed green line denotes the Jr./Sr. High school student/parent driver route.

DROPPING OFF AND PICKING UP AT SVE

1. Please have the student backpacks, lunches and/or any other items and students ready before entering the drop off zone.
2. Please do not use your cell phone or play loud music while dropping off or picking up students.
3. Pull up next to the WHITE curb.
4. Come to a complete stop.
5. School staff members will supervise students and help direct traffic in these areas.

6. Make eye contact with the school staff member indicating approval for them to open the vehicle door for a student to enter/exit.
7. Students should enter/exit on the driver side of the vehicle only (WHITE curbside).

DROP-OFF and PICK-UP ROUTES



Map Key:

Blue Line - Drop-off route

Red Line - Pick-up route

Green dashed line - High School Student/Parent routes